

**HUMAN RESOURCES NOTICE  
VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 10-20**

**OPEN TO:** Current Employees of the Mission

**POSITION:** **HR Assistant, FSN- 8\***

**OPENING DATE:** May 5, 2010

**CLOSING DATE:** May 19, 2010

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR) & Not-Ordinarily Resident (NOR)/PSC:  
\$20,421 p.a. (Starting Salary)  
(Position Grade: FSN- 8)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS ATTACHED TO THE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Panama is seeking one individual for the position of Human Resources Assistant in the Agency for International Development (USAID/Panama).

**BASIC FUNCTION OF POSITION**

The incumbent works under the supervision of the Supervisory Management Specialist and is responsible for providing assistance in the management of the human resources functions, primarily in administering the recruitment and selection process for locally employed staff, providing orientation for newly hired FSN employees, administering and implementing USAID's incentive awards program for the Interagency Awards Program and for the Mission's internal On-the-Spot Awards Program, and administration and maintenance of the FSN employee files. Incumbent is also the Alternate CAJE (Computer Aided Job Evaluation) Classifier for the USAID/Panama Mission and serves as the back up for the Supervisory Management Specialist during his/her absences.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources website:

[http://panama.usembassy.gov/job\\_opportunities.html](http://panama.usembassy.gov/job_opportunities.html)

**QUALIFICATIONS REQUIRED**

**NOTE: Although some of the information has been provided in the application or resume, all candidates must still address each qualification/requirement detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.**

1. **Education:** Three years of College level studies in Business or Human Resources Administration is required.
2. **Experience:** Three years of progressively responsible experience in the field of Human Resources administration or administrative functions is required.

3. **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing English language is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required. (Testing will be conducted to determine the qualifications).
4. **Job Knowledge:** Strong knowledge of the host country's local labor laws and Social Security Regulations is required.
5. **Computer Skills:** Proficiency in the use of Microsoft Suite and ability to carry out Internet searches is required. (Testing may be conducted to determine the qualifications)
6. **Additional Skills:** Good managerial personality; and ability to manage and interpret a human resources data base and related software is required.

## **SELECTION PROCESS**

When fully qualified, US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **HOW TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide copy #4 of their Form DD-214 with their application, and
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office – Vacancy Announcement No. 10-20  
NEC Building #783  
Demetrio Basilio Lakas Avenue  
Monday through Thursday from 8:00 am to 12:00 noon  
2:00 pm to 4:00pm  
Friday from: 8:00 am to 12:00 noon

Or Via e-mail to: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

**POINT OF CONTACT**

Human Resources Office

FAX: (507) 207-7011

Email address: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

**DEFINITIONS:**

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

2. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: May 19, 2010**

The US Mission in Panama provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared:

USAID: Mission Director: LTazewell (cleared on draft on file)  
Supv. Mgmt. Spec: ECampo (drafter)

STATE: RHRO: MMasterson  
HRO:TVenson  
HRS:MDevega